

STATE OF NEW YORK
ONONDAGA COUNTY
TOWN OF CICERO

SS:

The Cicero Town Board held a Special Town Board Meeting, on Tuesday, February 1, 2011 at 9:00 a.m., at the Cicero Town Hall, 8236 S. Main Street, Cicero, NY 13039.

Present: Judy A. Boyke, Supervisor
Jessica Zambrano, Councilor
C. Vernon Conway, Councilor
Lynn Jennings, Councilor
James Corl, Jr. Councilor
Tracy Cosilmon, Town Clerk

Others Present: Joseph Snell, Police Chief
Jody Rogers, Director of Parks & Recreation
Wayne Dean, Director of Planning & Development
Shirlie Stuart, Comptroller
Sharon Edick, Receiver of Taxes
Linda Losito, Secretary to Supervisor

Others Present: John Winters, ZBA Chairman

The meeting was opened at 9:00 a.m. with the Pledge of Allegiance. A moment of silence was observed in remembrance of our men and women serving in the Armed Forces in harms way. They remain in our hearts and minds.

Ms. Boyke indicated where the fire exits were and read the following statement:

The Cicero Town Board acknowledges the importance of full public participation in all public hearings and, therefore, urges all who wish to address those in attendance to utilize the microphones located in the front of the room. At this time please turn of your cell phones and be sure to speak into the microphones to enable all to hear.

S.E.Q.R.
(State Environmental Quality Review Act)

Motion was made by Ms. Boyke, seconded by Mr. Conway, that all actions taken this morning are Type Two (2) actions under the New York State Environmental Quality Review Act unless otherwise determined.

The motion was approved as follows:

Mr. Conway: Yes
Mr. Corl: Absent
Mr. Jennings: Yes
Ms. Zambrano: Yes
Ms. Boyke: Yes

Mr. Corl arrived a couple minutes late.

Ms. Boyke explained that the purpose of this Special Meeting is due to time constraints, to authorize a bid date for the IT Service for the Town of Cicero. There are a couple of changes to be made and they are to the last paragraph where it talks clearly about marking the submittal packet as a Technology Support Bid and then we would like to say two hard copies plus an electronic submittal will be required. Obviously, they should be able to submit that and it will allow us to put it on line more easily and we'll have hard copies as well.

John Winters – In the original I said, no electronic submittals. You're going to take that out?

Ms. Boyke – We would like two hard copies and an electronic copy. Once they put their hard copy together, they should be able to scan it and send it to us.

Ms. Zambrano – Maybe we should say something that both are required or the bid is unacceptable.

John Winters - The only problem I see with an electronic submittal is that it becomes problematic potentially to both sides because there isn't receipt verification.

Ms. Zambrano stated that the electronic copy won't be the official copy, but, she thought we needed it for open government purposes and FOIL requests.

Mr. Corl apologized for arriving late.

Ms. Zambrano - On page 2 there is a part referring to getting approval to facilitate the repair of any failed device and getting approval of any repair that is in excess of 25% of the value of the current value of the equipment.

Ms. Boyke – The town requires approval for anything over \$1,000.00.

Mr. Winters stated that can be added into the bid specifications and that wouldn't be anything that would change their quote.

Ms. Boyke – That's right, as that is part of our town requirements, but we can also remove the last wording referring to getting approval to facilitate the repair as it has no bearing.

Mr. Winters agreed.

Mr. Corl asked who drafted the bid itself.

Ms. Boyke – John Winters did.

Mr. Corl – Did you do that yourself?

John Winters – Yes

Mr. Corl – Relative to the System Manager of IT Services for the town, have we designated who that will be?

John Winters explained that this contact is a metamorphous position and that someone is going to have to act in this role and manage this.

Ms. Boyke - Once we've received the bids, looked at them, and made the decision, it will clarify to them that they will assist. Is that correct?

John Winters – Yes, it summons them to be ultimately responsible.

Ms. Boyke stated that she was going to be the focal point/manager of it, with the assistance of John and the committee that is going to be formed. This is a major undertaking to understand and improve on the system we have. The bid date is going out

today and we're looking for all bids to be back to the town for opening on February 14, 2011 at 10:00 a.m. and a determination will be made on February 22, 2011.

Mr. Corl – What this is asking for is an hourly rate.

Tracy Cosilmon asked for clarification regarding a couple of things. John and I spoke briefly about this and would like to know if the notice should be scheduled to be advertised for Friday or Saturday in The Post-Standard.

Mr. Winters and Ms. Boyke stated that Friday, would be fine.

Tracy Cosilmon stated that she would also like to know when the board would like her to send the letter out to this list of individual companies that was provided to her by John Winters and if they wanted that done today?

Ms. Boyke – Yes, today.

Mr. Corl asked if a formal RFP is required. We're just asking for an hourly rate. Can't you just call these businesses and ask them what they would charge for their IT Services?

John Winter stated that there are a couple of factors. One was his understanding that they require a formal bid process and the other thing is that it provides a more competitive nature to the RFP's and allows you to negotiate with the low bidder. Per his understanding, you legally couldn't do that.

Ms. Boyke – No, it has to be submitted.

Mr. Jennings stated that on page 2, you said, after the comment, we're leaving in the words facilitate the repair, etc. John said something after the comment.

Ms. Boyke – We're leaving part that out.

John Winters – I just said facilitate the repair of any failed device.

Mr. Jennings – That's what I thought he said.

Ms. Boyke – Alright

Mr. Jennings - Just scratch out the rest and when you go down to the scheduled bid thing, the issue bid is the 10th.

Ms. Boyke – No, it's today the 1st and it needs to be submitted by the 9th and the responses need to be received by the 11th.

Mr. Corl – Do we need a clause about that the town is not obligated to accept any of the bids if they are unsatisfied?

John Winters – That is already part of it.

Tracy Cosilmon – On the notice that I sent to the paper, it clearly states in there that all bids are subject to approval by the Town Board.

Ms. Boyke – The town reserves to right to reject any or all bids, which shall be part of the motion.

Ms. Zambrano – Technically, this is not an RFP. This is a bid. We're not calling it a request for proposal in the newspaper. Is that correct?

John Winters – You can reject all proposals.

Ms. Zambrano – RFP's have certain connotations.

Mr. Corl – Would you say that this is more of an RFQ?

John Winters – This is a formal process and formal request.

Motion was made by Mr. Jennings seconded by Ms. Zambrano, to set Friday, February 14, 2011 at 10:00 a.m. at Cicero Town Hall, 8236 South Main Street, Cicero, NY, to accept RFP's for IT System Services for the Town of Cicero, as amended by the changes presented today, and to request two hard copies and one electronic copy on CD disc of the proposals.

The motion was approved as follows:

Mr. Conway:	Yes
Mr. Corl:	Yes
Mr. Jennings:	Yes
Ms. Zambrano:	Yes
Ms. Boyke:	Yes

Ms. Boyke asked Shirlie and Wayne, to confirm funds that were particularly set aside through the budget for software and hardware.

Shirlie Stuart stated there is \$30,000.00 for software and \$5,000.00 for hardware.

Ms. Boyke - We also need to set aside a specific reserve of \$50,000.00 that we spoke about at budget time, in order to accommodate this procedure going forward.

Shirlie Stuart – You have \$17,000.00 budgeted under maintenance and \$50,000.00 year end total was put into reserve for IT.

Ms. Zambrano – That would be above and beyond the \$17,000.00?

Shirlie Stuart – Yes, as it is already budgeted for the maintenance in 2011 budget.

Ms. Zambrano – So we have \$50,000.00 to do this and put it in reserve for IT?

Shirlie Stuart – Yes

Motion was made by Ms. Zambrano, seconded by Mr. Jennings, to put \$50,000.00 in reserve for IT.

The motion was approved as follows:

Mr. Conway:	Yes
Mr. Corl:	No
Mr. Jennings:	Yes
Ms. Zambrano:	Yes
Ms. Boyke:	Yes

Shirlie Stuart stated there is \$17,000.00 in the budget for maintenance and \$50,000.00 will be taken out of the fund balance from the 2010 year end and put it in reserve for IT.

Ms. Boyke - That's correct.

Ms. Zambrano – Just because it's there, doesn't mean we're going to spend it.

Shirlie Stuart – We're just earmarking it.

The Motion was made by Ms. Boyke, seconded by Mr. Jennings, to adjourn the meeting.

The motion was approved as follows:

Mr. Conway:	Yes
Mr. Corl:	Yes
Mr. Jennings:	Yes
Ms. Zambrano:	Yes
Ms. Boyke:	Yes

There being no further business before the board, the meeting was adjourned at 9:20 a.m.

Tracy M. Cosilmon
Town Clerk

